

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): The Heritage Foundation

Travel date(s): Wednesday, October 9 - Friday, October 11, 2019

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$28.28	\$304 + tax	\$137.00	\$14
<input checked="" type="checkbox"/> Actual Amount				Educational tour, USCGC Taney

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	n/a	n/a	n/a	n/a
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached agenda.

10-19-19 Alexa Green
(Date) (Printed name of traveler)

Alexa Green
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10-19-19
(Date)

James E. Kinch
(Signature of Supervising Senator/Officer)

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

1. Sponsor(s) of the trip (please list all sponsors): The Heritage Foundation

2. Description of the trip: Three-day educational conference to teach Congressional staff leadership and policy skills.

3. Dates of travel: Wednesday, October 9, 2019 - Friday, October 11, 2019

4. Place of travel: Baltimore, MD

5. Name and title of Senate invitees: See Attached

6. I *certify* that the trip fits one of the following categories:

☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

– OR –

☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).

7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

– AND –

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

8. I *certify* that:

☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

– AND –

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Heritage Foundation is the sole sponsor of the trip and is solely responsible for its execution.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Heritage Foundation is a research and educational institution whose mission is to formulate and promote conservative public policies. This conference is part of that educational mission.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Heritage Foundation hosted similar conferences in 2016, 2017, and 2018. Additionally, Heritage hosted numerous staff-level conferences connected to educational fellowships, as well as an annual member-level conference for members of the House of Representatives.

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21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging expenses are equal to the federal per diem rate for Baltimore, MD.

The meal expenses are below the federal per diem rate for Baltimore, MD.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Attendees will travel in a coach charter bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Thomas Binion, Vice President, Government Relations

Name of Organization: The Heritage Foundation

Address: 214 Massachusetts Ave NE, Washington, DC 20002

Telephone Number: 202-608-6188

Fax Number: n/a

E-mail Address: thomas.binion@heritage.org

Emerging Leaders Conference 2019

Wednesday, October 9 – Friday, October 11, 2019

Royal Sonesta Harbor Court | Baltimore, MD

AGENDA

WEDNESDAY, OCTOBER 9, 2019

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|-----------------------|--|--------------------------------|
| 1:00 p.m. – 1:30 p.m. | ATTENDEE CHECK-IN
<i>Attendees leave luggage at the bus after check-in</i> | <i>The Heritage Foundation</i> |
| 1:45 p.m. | ATTENDEES BOARD THE BUS | |
| 2:00 p.m. | BUSES DEPART TO ROYAL SONESTA HARBOR COURT | |
| 3:15 p.m. | BUSES ARRIVE AT ROYAL SONESTA HARBOR COURT | |
| 3:30 – 5:30 p.m. | REGISTRATION
<i>Attendees check-in to overnight rooms</i> | |
| 5:30 – 6:30 p.m. | WELCOME RECEPTION AND OVERVIEW
<i>Participants will gather for the first time as a group to hear brief welcome remarks. These remarks will include the purpose of the conference, a review of the agenda, and an opportunity for participants to ask any questions about logistics.</i>

Tommy Binion
<i>Vice President, Government Relations</i>
<i>The Heritage Foundation</i> | |
| 6:30 – 8:30 p.m. | OPENING DINNER AND KEYNOTE ADDRESS
LESSONS ON SERVANT LEADERSHIP
<i>Servant leadership is critical in leading effective teams and living a life of purpose. Through experiences in the NFL, House of Representatives, and now at his own veterans' aid charity, Yellow Ribbons United, Derrick Dockery has led a life that exemplifies servant leadership. Dockery will discuss what it means to be a servant leader and how to use ones talents effectively to give back to their community and live a purposeful life for others.</i>

Derrick Dockery
<i>Co-Founder, Yellow Ribbons United</i>
<i>Former Business & Intergovernmental Coalitions Director, Office of Speaker Paul Ryan</i>
<i>Former Offensive Lineman, National Football League</i> | |

THURSDAY, OCTOBER 10, 2019

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| 9:00 – 10:15 a.m. | BREAKFAST ADDRESS AND EMERGING ISSUE #1
TECHNOLOGY & THE FUTURE OF U.S. NATIONAL SECURITY |
|-------------------|--|

Klon Kitchen
Senior Research Fellow, Technology, National Security, and Science Policy
The Heritage Foundation

John “JV” Venable
Col USAF (ret.)
Former Commander, USAF Thunderbirds
Senior Research Fellow for Defense Policy
The Heritage Foundation

FRIDAY, OCTOBER 11, 2019

- 8:30 a.m. (or after) **Luggage Drop-off**
Attendees leave their luggage at the Heritage luggage check
- 9:00 – 10:15 a.m. **BREAKFAST ADDRESS & EMERGING ISSUE #4:**
WHAT AMERICANS WANT IN HEALTH CARE
Healthcare has become one of the defining issues of our current debate. Now more than ever, policy proposals such as single-payer universal care, eliminating public options, and privatized care, are drastically different from one another and from the status quo. This panel will review the current state of America’s healthcare system and discuss solutions that have been prescribed to fix many of the problems arising from this system, ultimately addressing the question: What do Americans really want in health care?
- Tara O’Neill Hayes
Deputy Director of Health Care Policy
American Action Forum
- Nina Schaefer
Senior Research Fellow, Health Policy
The Heritage Foundation
- Matt Eagan
Program Associate, Congressional Relations
The Heritage Foundation
- 10:15 – 10:30 a.m. **BREAK**
- 10:30 – 10:45 a.m. **FINAL VOTES**
Participants will vote on the budget resolution.
- 10:45 – 11:00 a.m. **LOAD BUS**
- 11:00 – 11:15 a.m. **WALK TO USCGC TANEY**
- 11:15 a.m. – 1:00 p.m. **TOUR & DISCUSSION AT USCGC TANEY**
The United States Coast Guard Cutter Taney is the last warship still afloat that fought in the attack on Pearl Harbor. The USCGC Taney offers tours of the vessel, after which participants will learn about the historical and military context of the attack on Pearl Harbor in relation to military readiness today.
- Dakota Wood
LtCol USMC (ret.)
Research Fellow, Defense Programs
The Heritage Foundation
- 1:00 p.m. – 1:15 p.m. **CLOSING REMARKS**
Tommy thanks participants for attending this year’s conference.

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2:30 p.m.

BUS ARRIVES AT THE HERITAGE FOUNDATION